



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
Fax: (310) 268-4929

EXAMINING ANNOUNCEMENT: **VA-1-SR-15**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-640-4/5/6/7

OPPORTUNITIES FOR EMPLOYMENT

AS A

HEALTH TECHNICIAN

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

HEALTH TECHNICIAN OPTIONS:

- Health Technician (Urology)
- Health Technician (Audiology)
- Health Technician (Orthopedic)
- Health Technician (Mental Health)*
- Health Technician (Rehabilitation, Drug and Alcohol)*
- Health Technician (Ophthalmology)
- Health Technician (Optometry)
- Health Technician (Speech)
- Health Technician (General)

- **Options identified with an asterisk are not open for the receipt of new applications unless specifically advertised.**

Occasionally, positions for Health Technician (Ultrasound) and Health Technician (Industrial Hygiene) will be filled from this announcement.

LOCATION OF POSITIONS: Most of the jobs will be at the Department of Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Samoa and Guam.

DESCRIPTION OF WORK: The positions range widely in type and include technical support and assistance to professional medical and health personnel such as the audiologist, speech pathologist, medical officer (orthopedic surgeon, ophthalmologist, etc.), or optometrist. The duties of these positions vary with the specific type of assignment and with the grade of the position.

EXPERIENCE REQUIREMENTS: Except for the substitutions provided for below, candidates must have had qualifying experience in the amounts shown in the following table:

GRADE	GENERAL EXPERIENCE	SPECIALIZED EXPERIENCE
GS-4	6 months	6 months
GS-5	-0-	1 year equivalent to GS-4
GS-6	-0-	1 year equivalent to GS-5
GS-7	-0-	1 year equivalent to GS-6

GENERAL EXPERIENCE: This is any type of work which demonstrates the applicant's ability to perform the work of the position, or experience which provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Positions in these occupations range widely in type and include support duties to medical or health personnel such as audiologist, speech pathologists, medical officers, and optometrists. Therefore, technician experience is experience which required application of the knowledge, methods and techniques of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-4 - Successful completion of 2 years of study that included at least 12 semester hours in subjects or fields related to the position to be filled.

GS-5 - Successful completion of a full 4-year course of study leading to a bachelor's degree, with major study or at least 24 semester hours in subjects directly related to the position.

Completion of appropriate training such as inservice training programs; training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combination of education and experience may be qualifying for positions through the GS-5 level.

GS-6 - Six months of graduate education or an internship meets this level only in those instances where it is directly related to the work of the position.

GS-7 - One year of graduate education or an internship meets this level only in those instances where it is directly related to the work of the position.

BASIS OF RATING: Candidates rating will be based upon an evaluation of experience and training as shown in the application and any other supplementary information which may be submitted.

TERM OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date on the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

HOW TO APPLY: (Submit the following forms)

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.

1. Optional Form 306 **plus** Optional Form 612 or resume (or any other written format). For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of you related experience including time spent in the Armed Forces and any other non-paid work experience. Be sure to show the lowest salary or grade level acceptable.
2. **Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.**
3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. A copy of college transcripts if you are applying on the basis of education or a combination of education and experience.
5. Submit a copy of your DD 214 if you are applying for Veterans Preference. If you are applying for 10 Point Veterans Preference, submit a copy of your DD 214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

(VETERANS PREFERENCE)

- *During the period December 7, 1941 to July 1, 1955.*
 - *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
 - *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
 - *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
 - *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
 - *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
 - *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you

may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:

- A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
- B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."

7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:

- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
 - 1. Current or former career or career conditional (tenure group I or II) competitive service employee who:
 - a. Received a RIF separation notice; or
 - b. Separated because of compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - c. Retired with a disability and whose disability annuity has been or is being terminated; or
 - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 - e. Retirement under the discontinued service retirement option; or
 - f. Was separated because he/she declined a transfer or function directed reassignment to another commuting area.
 - 2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or

- B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - F. Be rated well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well-qualified candidates from minimally qualified candidates on the rating criteria developed for the position.
8. Listed below are tasks that are commonly performed by Health Technicians. Please circle the letter corresponding to those tasks you have performed on your own (you may list those tasks on a separate sheet of paper):

OPHTHALMOLOGY

- 1. Operating electronic equipment to record and measure visually evoked responses, electro-retinograms & electro-oculograms.
- 2. Assisting in ophthalmic surgery.
- 3. Assisting in ophthalmic research.
- 4. Making various eye measurements such as the amplitude of accommodation, muscle balance, central field of vision, corneal curvature, interpupillary distance, etc.
- 5. Instilling eye drops and ointments.
- 6. Performing minor repairs and adjustments on eyeglasses and ophthalmic instruments.
- 7. Conducting vision-screening tests.
- 8. Administering the color blindness test.
- 9. Administering muscle imbalance test.
- 10. Administering perimeter test and topography test.
- 11. Calculating test results.
- 12. Taking special ophthalmic photographs.
- 13. Preparing patients for surgery including dilating tear ducts and trimming eyelashes.
- 14. Administering simple reading test.
- 15. Loading film into the fundus camera.
- 16. Instructing patients in the care and use of contact lenses.
- 17. Preparing minor surgical packs and instruments prior to surgery.

OPTOMETRY

- 1. Conducting visual training.

2. Assisting in ocular pathology research.
3. Performing various dispensing services such as fitting and repairing eyeglasses, verifying prescription accuracy, taking facial measurements, etc.
4. Determining what use, if any, can be made of salvaged lenses and frames.
5. Conducting vision screening tests such as the Talger Test, PIP Test, depth perception test
6. Conducting distant vision studies.
7. Making recommendations regarding fabrication, quality and physical characteristics for new or existing ophthalmic materials.
8. Calibrating, identifying and duplicating prescriptions.
9. Determining the accuracy of prescription lenses.
10. Verifying base curves, high power and cylindrical lenses.
11. Comparing the pupillary distance of the written prescription with that of the prescribed lenses.
12. Verifying the quality of tools and instruments.
13. Taking critical eye measurements.
14. Administering basic visual acuity tests.
15. Recommending eyeglass frames based upon facial features, etc.
16. Performing simple repairs on eyeglasses such as tightening screws, adjusting the nose bridge, etc.
17. Maintaining and ordering necessary supplies.

AUDIOLOGY

1. Calibrating audiometric test equipment.
2. Counseling patients on the causes and effects of hearing disorders.
3. Assisting in specialized directive audiologic studies.
4. Instruction in basic audiometric screening procedures in physiology and pathology of the ear, in basic terminology and in the use and fitting of protective ear devices.
5. Fitting insert-type hearing aids.
6. Conducting noise exposure survey.
7. Identifying hearing abnormalities.
8. Conducting sound intensity test.
9. Conducting aural rehabilitation therapy sessions.
10. Performing maintenance on audiometric equipment to prevent malfunction and false readings.
11. Examining ear canals for mechanical interference.
12. Using an audiometer to test hearing acuity.
13. Fitting prescribed protective ear devices, demonstrating their use and maintenance.

UROLOGY

1. Preparing patients for X-rays.
2. Determining X-ray setting for proper exposures.
3. Cleaning and sterilizing surgical instruments.
4. Performing intravenous pyelograms.

ORTHOPEDIC

1. Making alterations to casts alleviate pressure points.
2. Determining when a cast should be changed.
3. Removing surgical sutures and reporting irregularities to the physician.
4. Preparing special casts used in reconstructive surgery.
5. Instructing new staff members in the proper use of materials and instruments, & in the techniques of applying Plaster of Paris on injured limbs.
6. Assisting in orthopedic research projects.
7. Making varied, complicated cases and molds.
8. Assisting the surgeon in skin grafts, stump revisions or pin insertions & debridements.
9. Applying plaster casts and splints to both upper and lower extremities.
10. Modifying wheelchairs to patient needs.
11. Fitting patients with crutches and canes.
12. Setting up the traction table for application of spicas.
13. Preparing patients for the application of casts and splints.
14. Preparing Plaster of Paris mix.
15. Assisting patients in ambulating following the application or removal of a cast or splint.

SPEECH

1. Determining which therapeutic exercises to assign, based upon the need of the patient.
2. Working with patients who have more than one type of speech impairment, such as fluency, articulation, phonation and/ or symbolization.
3. Participating in specialized directed studies.
4. Training new staff members in basic tests and procedures.
5. Demonstrating the use of the electronic voice substitute.
6. Making recommendations regarding which treatment program best suits the needs of the patient.
7. Conducting therapy sessions for small groups of patients.
8. Conducting test for determining articulating errors and language abilities such as the Peabody Picture Vocabulary Test, Peabody Vocabulary Test, Auditory Discrimination Test, etc.
9. Participating in initial counseling sessions to explain the therapy program to patients.
10. Conducting remedial reading drills and other speech exercises.
11. Conducting basic tests to determine the nature of the patient speech defect.
12. Compiling statistical reports on patient's progress.
13. Leading children's word games and other simple therapeutic activities.

MENTAL HEALTH

1. Conducting somatic therapy.

2. Serving as “round-the-clock” contact for patients.
3. Developing a treatment program based upon the medical condition of the patient.
4. Implementing training programs for lay persons in the community who help with post-treatment programs.
5. Participating in mental health research programs.
6. Serving as co-leader in diverse group therapy sessions.
7. Recommending major changes in treatment programs.
8. Preparing and presenting lectures regarding treatment programs and facilities.
9. Providing therapeutic companionship, motivation, and socialization for patients.
10. Orienting the patient and family members to the treatment setting.
11. Observing basic interviewing techniques.
12. Recording information during interviewing and counseling sessions.
13. Serving as a listener to patients with less severe psychiatric problems.
14. Filing and retrieving patient’s health records.

REHABILITATION (DRUG AND ALCOHOL)

1. Developing appropriate treatment programs utilizing an in-depth knowledge of the behavioral aspects of drug abuse and/or alcoholism.
2. Arranging and conducting a wide variety of therapeutic counseling sessions.
3. Participating in research projects.
4. Gathering non-medical data from patients such as past and present psychosocial history, drug/alcohol use, arrest record, etc.
5. Controlling group therapy sessions so that they remain beneficial.
6. Providing daily supportive counseling to individuals and groups.
7. Maintaining current information on treatment resources within the community.
8. Developing, coordinating and supervising recreational, educational and other therapeutic programs.
9. Establishing contact and a good rapport with the patient and family members.
10. Participating in planning, organizing, administering, and coordinating treatment programs for patients.
11. Functioning as a co-leader in group therapy sessions.
12. Serving as a listener to patients with less severe drug or alcohol problems.
13. Guiding patients through treatment activities.
14. Verifying information obtained in interviews.

9. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

1. Downtown Los Angeles
2. West Los Angeles/Santa Monica Area
3. Long Beach/San Pedro Area

4. San Fernando Valley Area/Sepulveda
 5. San Diego Area
 6. Santa Barbara Area
 7. Loma Linda/Riverside/San Bernardino Area
 8. Southern Nevada (Las Vegas)
 9. Bakersfield
 10. Fresno
 11. Los Banos
 12. Auburn
 13. Reno
 14. Eureka
 15. Redwood City
 16. Rohnert Park
 17. San Francisco
 18. Santa Rosa
 19. Benicia
 20. Berkeley
 21. Chico
 22. Concord
 23. Martinez
 24. Oakland
 25. Pleasant Hill
 26. Travis Air Force Base in Fairfield
 27. Redding
 28. Sacramento
 29. Vallejo
 30. Livermore
 31. Menlo Park
 32. Hawaii
 33. Guam
 34. Samoa
 35. Modesto
 36. Monterey
 37. Palo Alto
 38. San Jose
 39. Santa Cruz
 40. Stockton
10. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.
1. Full-time employment
 2. Part-time employment 25 to 32 hours per week
 3. Part-time employment 17 to 24 hours per week
 4. Part-time employment 16 or less hours per week

5. Shift work
6. Intermittent
7. Temporary employment lasting 5 to 12 months.
8. Temporary employment lasting 1 to 4 months.
9. Temporary employment lasting less than 1 month.

WHERE TO OBTAIN FORMS: A copy of this announcement and the forms required to apply may be obtained from the following address:

**DELEGATED EXAMINING UNIT (05/DEU)
VA Greater Los Angeles Healthcare System
Bldg. 258, Room 128
11301 Wilshire Blvd.
Los Angeles, CA 90073
(310) 268-4150
(310) 268-4929 FAX**

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

SALARY INFORMATION: For information regarding salary, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER